

ADMINISTRATIVE DEPUTY I

(Classified)

RESTRICTED TO THE EMPLOYEES OF THE COUNTY OF LOS ANGELES



THE OPPORTUNITY:

The Administrative Deputy I reports to Chief Deputy Director and is responsible for functioning as the highest-level executive manager of administrative support operations and services for a smaller County Department.

Administrative areas managed include departmental finance, budget, and human resources and at least one or more of the following: contract administration, facilities management, capital projects, materials management or other administrative support functions. This position requires the incumbent to apply a comprehensive knowledge of organizational planning and management, employee relations, and departmental programs and operations.

In addition, the Administrative Deputy I directs through subordinate supervisors a staff comprised of supervisory professional, technical, administrative and clerical support positions.

ANNUAL SALARY: \$98,249—\$148,708 (MAPP Range 11)

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

FILING PERIOD:

August 10, 2015—August 19, 2015

APPLICATION INFORMATION:

All applicants are required to submit a standard Los Angeles County Employment Application, resume and a letter of interest on-line only.

The bulletin may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>

CONTACT INFORMATION

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